

PROGRAMS DIGEST

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Minnesota
DEPARTMENT OF EMPLOYMENT SECURITY
Research and Planning
August 1968

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INTRODUCTION

The Minnesota Department of Employment Security has a dichotomous function, that of administering two major programs: Unemployment Compensation and the Employment Service. The Unemployment Compensation Division pays unemployment insurance benefits to eligible claimants, these benefits help alleviate the economic hardship generally associated with temporary unemployment. The Employment Service engages in numerous manpower programs designed to assist job applicants and employers solve their employment problems. Each of these income maintenance and employment programs is discussed briefly in the following compilation.

Minnesota DEPARTMENT OF
EMPLOYMENT SECURITY

CONCENTRATED EMPLOYMENT PROGRAM
(CEP)

Program Authorization:

Manpower Development and Training Act of 1962, as amended
Economic Opportunity Act of 1964, as amended

Nature and Purpose:

The Concentrated Employment Program is designed to attack unemployment and underemployment in selected urban neighborhoods and rural areas that have high concentrations of unemployment. It is the objective of the program to help those individuals in greatest need to prepare for and obtain steady, decent paying jobs. It does this by bringing together individual manpower programs within the target area under a single sponsor' and weaving them into a single encompassing process through which jobs and training opportunities are developed and through which personal and vocational services are made available to CEP enrollees.

CEP enrollees may receive basic education, work experience, counseling, testing, guidance, on-the-job and skills training, vocational rehabilitation, job development, health and medical care, transportation, the use of day care centers, and a variety of other supportive services that help make it possible for them to find and keep jobs. Coaches work with enrollees on an individual basis throughout all phases of service until they become self-sufficient.

Administering Agency:

U. S. Department of Labor, Manpower Administration in cooperation with the Office of Economic Opportunity and the Department of Health, Education and Welfare. At the local level CEP has one sponsor, usually the local Community Action Agency, and one prime deliverer of manpower services, usually the Employment Service.

Minnesota Department of Employment Security Participation:

Source of Funds: CEP is supported by funds from several sources such as; MDTA, Operation Mainstream, New Careers and ES-HRD program funds. Linkages with appropriate on-going public and private local programs for such things as supportive health and welfare services will also be established.

Positions: None

MSES provides technical assistance to the project sponsor in developing the CEP. During the action phase of the program MSES is primary deliverer of required manpower services and resources such as; outreach, employability services, job development and placement, and follow-up.

For selected CEP's the Manpower Administration has delegated responsibility to the Employment Service for approval of contracts, conducting evaluations, and providing overall coordination of the program.

RURAL CONCENTRATED EMPLOYMENT PROGRAM
(Rural CEP)

Program Authorization:

Manpower Development and Training Act of 1962
Economic Opportunity Act of 1964

Nature and Purpose:

The Rural Concentrated Employment Program is designed to attack unemployment and underemployment in a ten-county Rural Minnesota CEP target area. This area includes all of Morrison, Todd, Crow Wing, Cass, Wadena, Otter Tail, Hubbard, Becker, Mahnommen and Beltrami counties. The objective of the program is to aid those individuals, based on disadvantaged criteria, in greatest need to prepare for and obtain steady decent paying jobs. It does this by bringing together and disseminating through one source all the individual manpower programs. This means that the individual will receive his personal and vocational services from a single source rather than from a variety of sources as before.

Rural CEP enrollees may receive basic education, counseling, testing, guidance, on-the-job training, job skills development and work experience. In addition to the purely vocational aspect of the program, other supportive services such as medical and health care, legal aid, transportation and child care are provided to help make it possible for the enrollees to find and keep jobs.

Administering Agency:

The Department of Labor, in collaboration with the Office of Economic Opportunity and the Department of Health, Education and Welfare is responsible for the administration of the program. In Minnesota the CEP sponsor is Minn-Cep Inc., and the subcontractor responsible for delivering manpower services is the Minnesota State Employment Service.

Minnesota Department of Employment Security Participation: Source of Funds:

Department of Labor Positions: Twelve positions will be purchased
from the MSES by CEP;

1 Supervisor I
4 ES Specialists
5 ES Interviewers
1 ES Counselor
1 Employment Development Specialist, OJT

MSES provides technical assistance to the project sponsor in developing Rural CEP. It is the primary source for required manpower services and resources such as outreach, intake, job placement, job development and follow-up.

EMPLOYMENT COUNSELING

Program Authorization:

Wagner-Peyser Act of 1933 Servicemen's
Readjustment Act of 1944 Manpower Development
and Training Act of 1962 Economic Opportunity
Act of 1964 Social Security Act of 1935

Nature and Purpose:

Employment counseling is the process whereby an employment counselor and a counselee work together in order that the counselee may gain a better understanding of himself and the world of work so that he may more realistically choose, change or adjust to a vocation. The employment counselor will usually assist an inexperienced person who has not made a satisfactory vocational choice in reviewing and evaluating his present and potential qualifications and relate them to occupational requirements so that he may select appropriate work or training. The counselor will also assist an experienced applicant who wishes to or must change his occupation because of health, age, interest or other reasons in choosing appropriate work. The counselor will also assist persons who are encountering problems which are hindering them from entering, holding or progressing on jobs in their chosen field in analyzing and understanding their vocational problems. In all cases this assistance is provided so that the counselee may recognize his problems, make his own decisions and select an appropriate kind of work or training.. In helping the counselee, the counselor may use either individual, group or both kinds of counseling methods and techniques.

Administering Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor
Positions: Chief of Counseling Services
State Counseling Specialist
100 Counselors

Counselors are employed in local offices, YOC's, or out stationed in community action program offices, Minnesota State Prison, armed forces recruiting agencies and in satellite offices such as the North side Opportunity Center in Minneapolis and the Selby-Dale office in St. Paul. Fifteen counselors with broader experience and training are employed as counseling supervisors. The concept of placing increased emphasis on work with the chronically unemployed or underemployed in both rural and urban settings has made it necessary for MSES counselors to become well trained individuals. All counselors in the agency have BA's and most are actively pursuing graduate work. More will complete their MA's during the summer of 1968.

HUMAN RESOURCES DEVELOPMENT
(HRD)

Program Authorization:

No specific legislation: Guidelines for the HRD concept were established by Manpower Administration Order Number 2-68«

Nature and Purpose:

The Human Resources Development (HRD) concept of service recognizes, that the "Disadvantaged" require a new and active approach by the Employment Service. This approach is marked by a "screening in" rather than a "screening out" of "Disadvantaged" applicants. The primary elements of this concept of service are:

- (1) Outreach
- (2) Improving Employability
- (3) Placement
- (4) Providing Job Market Information

The aim is to secure employment for all who are willing and able to work; thereby securing a source of income and satisfaction to the applicant, a source of productive employees to employers, and a benefit to the economy as a whole by converting the unemployed and underemployed "Disadvantaged" into self-supporting, tax paying, contributors to the nation's assets.

Administering Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: State HRD Supervisor
HRD Information Writer
Twin City HRD Manager
5 HRD Coordinators
10 Counselors
6 Interviewers
8 Neighborhood Workers
4 Clerk-Stenographers

The Staff operates either on full-time HRD assignment or as part of ongoing responsibilities to broaden activities to include closer working relationships with other agencies dealing with efforts to aid applicants having employment problems. They man Job Mobiles and Outreach offices which are operated in areas of critical need to provide services which are typically available only through Employment Service local offices. Reservation Representatives, out stationed on Indian Reservations, are responsible for HRD services as well as for their normal Employment Service Activities of job development and employer contact.

JOB CORPS

Program Authorization:

Economic Opportunity Act of 1964, Title IA and subsequent amendments

Nature and Purpose:

The Job Corps is a residential program of basic education, vocational training and work experience for young men and women, age 16 through 21, who lack the education and skills necessary to obtain or hold appropriate jobs and come from families whose income is below the established poverty line,, In addition to learning job skills and basic academic subjects, enrollees receive medical and dental care, room and board, a monthly living allowance of \$30 and a terminal allowance of \$50 for each month of satisfactory service in the Job Corps. Enrollees reside at three types of centers: (1) conservation centers for men; (2) urban centers for men; or (3) urban centers for women.

Administering Agency:

Office of Economic Opportunity Minnesota Department of

Employment Security Participation:

Source of Funds: Job Corps

Positions: State Job Corps Coordinator
State Opportunity Specialist
Twin City Opportunity Specialist
3.5 Screeners

Since the inception of the program, MSES has had the sole responsibility for recruitment of male applicants. Male applicants are recruited and screened by the local offices and YOC's throughout the State. MSES and Women in Community Service (WICS) have a joint responsibility for recruitment and screening of female applicants. The Department utilizes the news media, printed literature and coordinates with youth serving agencies and Job Corps enrollees to develop community awareness and to aid in recruitment.

After individuals are screened, their applications are submitted to the Job Corps Regional Office, which makes the final determination of their eligibility.

MSES has the responsibility for placement of all former Job Corps enrollees and is responsible to the Job Corps Regional Office for a follow-up on the first placement after training.

MANPOWER DEVELOPMENT AND TRAINING
(MDTA)

Program Authorization:

Manpower Development and Training Act of 1962, Title II, Part A; Subsequent amendments.

Nature and Purpose:

MDTA provides occupational training for underemployed and unemployed persons. Institutional training is provided in public and private educational facilities for a variety of sub professional occupations. The trainees in institutional programs are paid a training allowance with additional subsistence and travel allowances for those who are eligible. The other phase of the program is on-the-job training. This is provided at a job site by an employer under contract with the Department of Labor. Private businesses, labor unions, trade associations and public agencies are participating as sponsors in this branch of the program. These sponsoring employers pay wages to the trainees while the training costs are covered by MDTA funds.

Administering Agencies:

Department of Labor, Manpower Administration
 Bureau of Employment Security
 Bureau of Work-Training Programs
 Bureau of Apprenticeship and Training
Department of Health, Education and Welfare

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: 9 professional 5
 clerical

Manpower Advisory Committees, required on both the State and local levels, are established for community acceptance of the MDTA programs and cooperation among government agencies, local organizations, and the general public.

MSES has the responsibility for the identification of training needs; development of training projects; recruitment, selection and referral of trainees; follow-up of trainees during training; job development and placement after completion of training; post-training follow-up for 12 months after training; and, the payment of training, subsistence and transportation allowances. For individual trainees, the local offices provide counseling and testing service. The same responsibilities apply to On-the-Job Training projects. All OJT trainees must be certified by the Employment Service.

MODEL CITIES PROGRAM

Program Authorization:

Demonstration Cities and Metropolitan Development Act of 1966

Nature and Purpose:

The Model Cities Program is designed to demonstrate how the living environment and the general welfare of people residing in specific slum and blighted neighborhoods can be substantially improved in selected cities throughout the country. Usually only a portion of a city's slum area can be covered. The program calls for a comprehensive attack on social, economic and physical problems in these areas through the most effective and economical concentration and coordination of Federal, State and local public and private efforts. The program relies heavily on the ongoing grant-in-aid programs of cooperating agencies, although the statute provides additional financial and technical assistance to enable cities to plan, develop and carry on the program. Plans developed under the program should provide for the improvement of housing, employment, education, transportation, health, recreation, social services, and crime prevention.

Administering Agency:

Department of Housing and Urban Development in consultation with other Federal Agencies administering appropriate grant-in-aid programs.

Minnesota Department of Employment Security Participation:

Source of Funds: The city pays 20 per cent and the Department of Housing and Urban Development pays 80 per cent of the cost of planning, developing and administering the program. Any federal grant-in-aid programs (with and without local matching requirements) available through H.U.D. or other agencies such as; Labor, H.E.W. OEO, and Commerce that have an impact on urban areas may be included in the program. H.U.D. provides a supplemental grant of up to 80 per cent of the non-federal share of these federal grant-in-aid programs that are included in the Model Cities Program.

Positions: 2 ES Supervisor I's

MSES staff participate in the various planning and advisory committees for each city (at present, St. Paul, Minneapolis, and Duluth) submitting a Model Cities proposal. MSES provides technical assistance to the cities in developing a manpower component of the Model City Program that will best attack the manpower problems in the specified neighborhoods. During the action phase of the program, MSES is primary deliverer of required manpower services and resources such as; outreach, employability services, and job development and placement. A Concentrated Employment Program will be developed for most Model Cities to carry out manpower services.

NEIGHBORHOOD YOUTH CORPS
(NYC)

Program Authorization:

Economic Opportunity Act of 1964, Title IB

Nature and Purpose:

The Neighborhood Youth Corps, for youths from low income families, has four types of projects:

- (1) In-School - for high school students who are in need of an income to remain in school
- (2) Summer - for students who are in school or plan to return to school in the fall
- (3) Out-of-School - for high school dropouts who are in need of work experience and counseling to find a job or meaningful training
- (4) Work Training in industry - a new program which provides on-the-job training in industry with maximum probability of subsequent placement

Enrollees in the first three projects are paid \$1.25 per hour.

Administering Agency:

Department of Labor, Manpower Administration, Bureau of Work Training Programs.

Minnesota Department of Employment Security Participation: Source

of Funds: No special funds provided Positions: No special positions; Regular MSES placement staff

MSES recruits and screens applicants for NYC Out-of-School Projects. To the maximum extent possible, it also provides vocational counseling, testing, referral to other training, job development and placement during and after enrollment in NYC. Enrollment in Out-of-School projects cannot exceed 6 months.

NEW CAREERS

Program Authorization:

Economic Opportunity Act of 1964, as amended

Nature and Purpose:

The New Careers Program is an adult work-training employment program involving activities designed to improve the physical, social, economic, or cultural conditions of the community or area served in fields including, but not limited to; health, education, welfare, neighborhood redevelopment, and public safety. It:

- (1) assists the development of entry-level employment opportunities
- (2) provides maximum prospects for advancement and continued employment without Federal assistance
- (3) combines work-training employment with necessary educational training, counseling, and other supportive services as may be needed

Another purpose of the New Careers Program is to contribute to the design and creation of new career jobs in public service as support or sub professional personnel.

The New Careers Program may enroll adults 22 years of age or older who are unemployed or have an annual family income below the poverty line. State and local government agencies and local private organizations engaged in public service activities may sponsor projects under this program.

Administering Agency:

Department of Labor, Manpower Administration, Bureau of Work-Training Programs

Minnesota Department of Employment Security Participation: Source of

Funds: No special funds provided Positions: No special positions; Regular MSES placement staff

MSES assists project sponsors in the identification of potential enrollees and employs New Careers enrollees in eligible MSES offices.

PILOT CENTER PROJECT

Program Authorization:

It is a demonstration project funded through the Social Security Act of 1935 Title III as amended.

Nature and Purpose:

The Neighborhood Pilot Center project, located in north Minneapolis, is designed to provide a variety of services to the public from a single facility. It combines the traditional employment services: testing, counseling and job placement; with vocational rehabilitation work opportunity service and job readiness programs. When in full operation, the Pilot Center will also provide supportive services such as legal, medical, transportation and housing aid.

Administering Agency:

Department of Labor Minnesota Department of Employment

Security Participation:

Source of Funds: Department of Labor

Positions: 1 Counselor in Charge
2 Clerk Typists

Outreach and Placement

1 Outreach and Placement Supervisor
7 Neighborhood Workers
3 Neighborhood Advisors

Testing Section 1
Test Technician 1
Test Administrator

Counseling Section
6 Counselors
1 New Careers Interviewer Aid

MSES provides the manpower requirements for the services which constitute the Human Resources Development (HRD) concept of the Pilot Center program. This includes services such as outreach, testing, counseling and job placement.

WORK EXPERIENCE PROGRAM
(TITLE V)

Program Authorization;

Economic Opportunity Act of 1964, Title V
Manpower Amendments of 1966

Nature and Purpose;

Title V of the Economic Opportunity Act provides for the establishment of a work experience and training program to serve needy adults, with primary emphasis placed upon unemployed parents, who are presently or potentially public assistance recipients. The objective is to move families toward self-support by improving employability. Title V projects are designed to provide a comprehensive program of aptitude testing, counseling, education, vocational training, work experience, on-the-job training, and job development and placement.

Administering Agency;

Department of Health, Education and Welfare Minnesota

Department of Employment Security Participation;

Source of Funds: Office of Economic Opportunity through the Department of Health, Education and Welfare.

Funding for Title V projects will be terminated by December 1968, existing projects will run no longer than April 1969. This period allows for an orderly transition from the Work Experience Program provided under Title V of the Economic Opportunity Act to the Work Incentive Program provided under Title IV of the Social Security Act.

Positions: 18 Employment Service Counselors and Interviewers
1 Supervisor II
2 Supervisor I's
1 Clerical

The Manpower Amendments of 1966 strengthened the manpower components of Title V by assigning these functions to the Employment Service. Up to this time, Title V was administered entirely by the Department of Health, Education and Welfare. After the 1966 amendments, when projects were refinanced, the Employment Service became involved in counseling, testing, and job development and placement where necessary. MSES counselors and welfare caseworkers cooperate in designing the overall employability plan for the individual enrollee.

WORK INCENTIVE PROGRAM
(WIN) (TITLE IV)

Program Authorization;

Social Security Act, 1967 Amendments; Title IV

Nature and Purpose;

WIN provides for the rehabilitation and employability development of families receiving Aid to Families with Dependent Children (AFDC) as a socially desirable substitute for long-term maintenance through welfare payments. As an incentive, the enrollee in the Work Incentive Program will continue to receive his welfare grant, plus incentive payments. Efforts will be made to place enrollees in regular or on-the-job training employment. When such placements are achieved the amount of welfare is reduced and a larger proportion of the enrollees total income is derived from his earnings. During a transition period from July 1, 1968 to July 1, 1969, WIN will replace Title V of the Economic Opportunity Act.

Administering Agency;

Department of Labor, Manpower Administration, Bureau of Work Training Programs

Minnesota Department of Employment Security Participation;

Source of Funds; Department of Labor

Positions: 2 State Office Planning Positions (Supervisor II's)
Additional staff to depend on the number of enrollees.

The Minnesota State Employment Service, under contract to the Bureau of Work Training Programs, administers the Program and is responsible for training individuals and placing them in jobs in which they have a chance to advance. Included is prevocational and vocational training, basic education, and any other supplemental services that may be necessary to allow an individual to become ready to attain and retain meaningful employment. These services may be subcontracted by MSES. Eligible enrollees are referred from the appropriate welfare agencies to the local offices for orientation, interviewing, testing, and counseling. Those ready and able to work are placed in available jobs, while the rest are placed into work internships, work experience programs, and on-the-job or institutional training programs provided by MDTA or other vocational training facilities.

APPRENTICESHIP INFORMATION CENTERS

Program Authorization:

National Apprenticeship Act
Manpower Development and Training Act
Manpower Administration Order #12 - dated November 1963

Nature and Purpose*

The Apprenticeship Information Centers were established to fill a demonstrated need for an easily accessible source of information, guidance and counseling, concerning apprenticeship opportunities in areas where they exist. This service helps the community better utilize its manpower potential and to equalize apprenticeship opportunities by:

Making industries and unions aware of a new source of qualified applicants who had not been previously considered
By providing information to segments of the population who were not previously aware of apprenticeship opportunities, particularly those from minority groups

Administering Agency:

Department of Labor, Manpower Administration Minnesota

Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: 1 ES Supervisor II 2
Interviewers 2 Clerk-
Stenographers

MSES staff in the Minneapolis and St. Paul Youth Opportunity Centers, interview and provide information about apprenticeships to potential applicants, place people in apprenticeship programs and perform public relations functions directed to employers, unions and the general public

CLEARANCE AND INTER AREA RECRUITMENT

Program Authorization;

Wagner-Peyser Act of 1933

Nature and Purpose;

The Clearance and Inter area Recruitment program offers to employers and workers the services of a nationwide network of employment offices. Through the use of this network, employers may recruit workers from any area of their own State or from any of the 50 States. Likewise, workers may request that their applications be sent to several or all offices in their own State or, to any State or States of their choice.

Administering Agency;

Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota Department of Employment Security Participation;

Source of Funds: Department of Labor

Positions: Clearance and Inter area Recruitment Section
Supervisor 2 Clerk-Stenographers

In the local offices, certain personnel are assigned the Clearance and Inter area Recruitment functions on a part-time basis.

Besides coordinating the program, the Clearance and Inter area Recruitment Section has other functions. Through cooperative arrangements, the Section receives job openings from the University of Minnesota and the Minnesota Civil Service Department. These orders are distributed to all offices of the Minnesota Employment Service. In addition to this individual order distribution, a monthly publication is prepared, "Current Job Opportunities, Civil Service, State of Minnesota and University of Minnesota". Other monthly publications are "Employment Opportunities" which is an inventory of Minnesota job openings based on selected current job orders, and "Labor Supply and Demand" which contains a narrative report of the need for or, surplus of workers as reported by local offices in their respective areas.

COMMUNITY EMPLOYMENT DEVELOPMENT

Program Authorization:

Wagner-Peyser Act of 1933; as amended.

Nature and Purpose:

Community Employment Development is needed to improve and expand employment opportunities in all areas of the State. Special emphasis on the manpower component of industrial development is needed to insure that maximum opportunities are afforded to Minnesota citizens to enjoy an increasing standard of living. This is particularly urgent in the rural areas of the State.

Administering Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota Department of Employment Security Participation:

Source of Funds: Social Security Act, Title III

Positions: 2 professional staff. Also State and local manpower advisory committees are consulted. Each community is asked to set up a variety of working committees to provide local leadership to Employment Security staff engaged in activities of assistance to localities.

The Minnesota State Employment Service provides numerous services to communities and local organizations. The coordination of these services such as labor market information, regular Employment Security services and community stimulation are important contributions to the climate for community improvement.. Expertise by Employment Security staff on manpower problem solving such as recruitment, training, job analysis, manpower potential, and site selection information are valuable resources for community development.

FARM LABOR SERVICE

Program Authorization:

Wagner-Peyser Act of 1933, as amended.

Nature and Purpose:

The basic objectives of the Farm Labor Service are twofold; to provide adequate recruitment and placement facilities for workers seeking employment in agricultural, woods, and related industries, and to assist in the orderly movement of migrant workers by providing current information on crop conditions and employment opportunities.

Administering Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: 1 Farm Employment Supervisor II 1
Farm Employment Supervisor I 1
Research Analyst
1 Migrant Labor Counselor
11 Interviewers
2 clerical positions
2.7 seasonal positions which are filled by:
1 Migrant Labor Counselor Clerical help
Farm Labor Representatives

MSES personnel perform recruitment and placement functions for farm and woods industry workers and employers and they prepare preseason estimates of labor needs by crop, period and type of operation,, The Farm Labor Service also provides an information service which includes a periodic Employment Bulletin during the season and an annual Farm Labor Report.

FOSTER GRANDPARENTS

Program Authorization:

Economic Opportunity Act of 1964

Nature and Purpose:

The Foster Grandparent Program trains, and employs persons over age 60 who meet the income standards defined by OEO, to serve neglected and deprived children, who lack close personal relationships with adults,

Foster Grandparents serve:

1. Neglected infants and very young children living in institutions.
- 2= Normal older children, 6-16, in institutions»
3. Mentally retarded or emotionally disturbed children in institutions.
4. Children not in institutions, but in clinics, special classes, sheltered workshops, etc,

Foster Grandparents work 20 hours per week and receive a minimum of \$1.25 per hour.

Administering Agency:

Department of Health, Education and Welfare, Administration on Aging

Minnesota Department of Employment Security Participation:

Source of Funds: No special funds

Positions: No special positions

MSES assists in the identification and referral of qualified applicants to project sponsors.

GREEN THUMB

Program Authorization:

Economic Opportunity Act of 1964 and subsequent amendments 1966

Nature and Purpose:

The purpose of this program is to establish work training and employment projects which lead to opportunities for permanent employment for chronically unemployed poor adults, over 45 years of age, and with a farm background. Job Opportunities may involve the management, development and conservation of parks, highways, and recreational area; the improvement and rehabilitation of other community facilities; and the provision of social, health and educational services to the poor. The projects are initiated, developed and sponsored by Minnesota Farmers' Union.

Administering Agency:

National Organization of Farmers' Union Minnesota

Department of Employment Security Participation;

Source of Funds: Contract on National level with the National Organization of Farmers' Union.

Positions: No special positions; regular MSES placement Staff

MSES recruits qualified applicants and refers them to the project sponsors. The sponsors make the final determination of eligibility. Upon request, and after agreements are made between the sponsor and local office managers, the Employment Service may provide counseling, testing and other supportive services.

IMMIGRATION SERVICES

Program Authorization;

Immigration and Nationality Act (PL-414) as amended, December 1965

Nature and Purpose;

The law requires that before certain alien workers may be brought into the United States, a certification of the employer's job offer must be made by the U. S. Department of Labor. The certification must state that the importation of alien workers will not affect the job opportunities, wages and working conditions of legal residents. Admission of aliens is under the jurisdiction of the Department of State through its embassies and consulates throughout the world. The U. S. Department of Justice through its Immigration and Naturalization Services offices in the United States is responsible for controlling alien compliance with immigration laws once they have received permission to enter the United States,

Administering Agencies;

U. S. Department of State

Department of Labor, Manpower Administration, Bureau of Employment Security

Department of Justice, Immigration and Naturalization Service

Minnesota Department of Employment Security Participation;

Source of Funds; Department of Labor

Positions: Immigration Specialist at the State level. Certain personnel in the local offices are assigned, on a part-time basis, immigration responsibilities.

MSES investigates the local job market for each job offer submitted by employers seeking the admission of alien workers. This investigation includes obtaining information from professional societies, trade associations, trade unions, comparable employers, and available employment data in the Minnesota Employment offices. Application forms for U.S. Department of Labor Certification of job offers to prospective alien workers are processed through the local offices. After the job market investigation, the forms are submitted to the U.S. Department of Labor for final approval or disapproval of the job offer.

JOB OPPORTUNITIES IN THE BUSINESS SECTOR
(J.O.B.S.)

Program Authorization:

No specific legislation; any legislation that directs itself to Employment Security.

Nature and Purpose:

J.O.B.S. operates in cooperation with the National Alliance of Businessmen (N.A.B.) and is designed to provide job opportunities for disadvantaged workers in private industry. Participating firms may have a two-year contract (MA-3) with the Manpower Administration for reimbursement of extraordinary costs, such as: counseling, basic education, prevocational training, medical, and dental care and transportation, which result from hiring and training the hard core.

Administering Agency:

Department of Labor, Manpower Administration Minnesota

Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: Two Employment Service staff members; one for St. Paul and one for Minneapolis.

MSES cooperates with N.A.B. through the assignment of one full-time ES staff member to N.A.B. as the Manager of Recruiting. He is also responsible for coordinating local office activities and acts as a liaison between employers, N.A.B. and MSES.

MSES is responsible for identifying, recruiting, and referring eligible applicants to jobs pledged to N.A.B. N.A.B. pledges for jobs are turned over to the MSES, who in turn converts them into specific job orders, arranges referrals, and conducts follow-ups. MSES also coordinates outreach activities and the involvement of community agencies.

NATIONAL ALLIANCE OF BUSINESSMEN
(N.A.B.)

Program Authorization;

N.A.B. was established as a direct result of President Johnson's Manpower message to Congress on January 23, 1968 in which he called upon business to unite with Government in developing jobs for the hard-core..

Nature and Purpose;

N.A.B. involves the business community in soliciting full-time job pledges for the hard-core unemployed, and poor youth for summer employment. Its objectives are to stimulate the awareness, involvement and commitment of the business community; to secure job commitments; to facilitate the actions required to put the man on the job and keep him there; and to advise and assist the Government in shaping programs to meet the needs. The national organization is headed by Henry Ford II and operates in 50 target cities throughout the United States. Each city has a three-man N.A.B. team comprised of an overall director, a manager of job procurement and placement, provided by private industry and a manager of recruiting and government programs provided by the Department of Labor.

Administering Agency;

National Alliance of Business in cooperation with the Department of Labor

Minnesota Department of Employment Security Participation;

Source of Funds; Department of Labor

Positions: Two N.A.B. Manpower Coordinators; one for St. Paul and one for Minneapolis. Same positions as J.O.B.S.

The Manpower Coordinator is responsible for coordinating local office activities and acts as a liaison between employers, N.A.B., and MSES=

The Minnesota State Employment Service is responsible for identifying, recruiting, and referring eligible applicants to jobs pledged to N.A.B. N.A.B. pledges for jobs are turned over to MSES, who in turn convert them into specific job orders, arrange referrals, and conduct follow-ups. MSES also coordinates outreach activities and the involvement of community agencies.

OCCUPATIONAL ANALYSIS - INDUSTRIAL SERVICES

Program Authorization:

The Occupational Analysis - Industrial Services program was authorized under the Wagner-Peyser Act and was known as the Occupational Research Program of the United States Employment Service when it became operative in 1934.

Nature and Purpose:

This OA-IS program is designed to assist employment service, employers, unions and other organizations with manpower and personnel problems. It attempts to improve internal operating problems concerned with the world of work by continuing occupational analysis and research projects. It supplies employment service and employers with tools and techniques recommended and developed by the Employment Service to attempt to alleviate such manpower problems as selection, skill utilization, reduction of turnover and absenteeism, and improvement of personnel management practices. Training in Job Analysis techniques is provided to both employment service and employer personnel. Job descriptions or specifications are written when found necessary as a tool of recruitment by any local office. Job information is gathered on a continuing basis to update the Dictionary of Occupational Titles.

Federal Administrative Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota State Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: 1 Senior Job Analyst.

2 local office job analysts

The Senior or State Job Analyst is responsible for supervision and direction of the program on a Statewide basis. The two local office analysts who are stationed in Minneapolis and St. Paul carry out their assignments at the local office level. Both of the analysts are functionally supervised by the State Job Analyst and administratively supervised by their respective local office managers. All three are responsible for carrying out the complete program in their assigned areas.

OPERATION MAINSTREAM

Program Authorization:

Economic Opportunity Act of 1964 and subsequent amendments 1966

Nature and Purpose:

The purpose of this program is to establish work training and employment projects which lead to opportunities for permanent employment for chronically unemployed poor adults, at least 22 years of age., It was started in 1967 in an attempt to tie together similar projects such as the Nelson and Schurer Amendments. Job Opportunities may involve the management, development and conservation of parks, highways, and recreational areas; the improvement and rehabilitation of other community facilities; and the provision of social, health and educational services to the poor.

The projects are initiated, developed and sponsored by local groups. Funds are provided by the Federal Government.

Administering Agency:

Department of Labor, Manpower Administration, Bureau of Work-Training Programs

Minnesota Department of Employment Security Participation: Source of

Funds: No special funds Positions: No special positions;

Regular MSES placement staff

MSES recruits qualified applicants and refers them to the project sponsors. The sponsors make the final determination of eligibility. Upon request, and after agreements are made between the sponsor and local office managers, the Employment Service may provide counseling, testing, and other supportive services.

PLEASE LOOK AT CURRENT EMPLOYABLES
(P.L.A.C.E.)

Authorizing Legislation;

No specific legislation; Minnesota is one of several States employing this technique on a demonstration project basis.

Nature and Purpose:

P.L.A.C.E. is a promotional and job development technique with emphasis on meaningful and effective service to less competitive and underemployed applicants. Its concept is to "screen in" rather than "screen out" less competitive applicants. Hard-to-place applicants are referred, after screening, to selected employer for their consideration, even if no specific job orders have been placed.

Administering Agency;

Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota Department of Employment Security Participation;

Source of Funds: No special funds are provided

Positions: Regular MSES Placement staff

MSES is responsible for promoting P.L.A.C.E. and notifying employers and applicants about the program. The local office is responsible for encouraging employers to look closely at the job applicant to discover talents and abilities that might not be readily apparent on the application. It is also responsible for getting hard-to-place applicants out for interviews with employers. The Employment Service staff works with other community agencies in locating persons who might benefit from P.L.A.C.E.

PROFESSIONAL OFFICE NETWORK
(PON)

Program Authorization:

Wagner-Peyser Act of 1933

Nature and Purpose:

PON is a professional placement service designed to meet the needs of applicants falling into such occupational categories as professional scientific, technical, and managerial, as well as employers requiring their skills. It provides for the exchange of job information between selected State employment offices throughout the United States designated to provide specialized services to professional people,, PON members deal directly with each other rather than through State offices in carrying out inter area recruitment activities.

Administering Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: Regular MSES Placement positions

The Minnesota State Employment Service has three local offices participating in PON (Minneapolis, St. Paul and Duluth). The State Agency sends the State Inventory of Job Openings directly to each local office participating in PON. PON offices use the out-of-State Inventories of Job Openings on a nationwide basis in the same way that local offices use their own State Inventories within their State.

SERVICES TO HANDICAPPED

Program Authorization:

Wagner-Peyser Act of 1933, as amended
The Servicemen's Readjustment Act of 1944
Public Law 550, 82nd Congress
The Vocational Rehabilitation Act of 1954
Manpower Development and Training Act of 1962, as amended
Vocational Rehabilitation Act of 1965, as amended

Nature and Purpose:

It is the objective of the Handicap Program to:

1. Provide applicants who have physical, mental or emotional handicaps equal opportunity for employment at equal pay in competition with other applicants
- 2= Employment at highest skill, suitable to their physical abilities and other occupational qualifications
3. Assistance in making satisfactory adjustment to their chosen occupations and work situations
4. Guidance towards employment which will not endanger others or aggravate their own disabilities

Administering Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: State Handicap Services Supervisor

Handicap Specialists (Mpls., St. Paul and Duluth Local Offices)
34 trained staff members (VER, Interviewers, Counselors) who
function on a part-time, as needed, basis

The Employment Service staff provides:

1. Assistance to handicapped applicants whose problems require specialized services, including application taking, physical capacities appraisal, counseling, selective placement, and follow-up.
2. They cooperate with employer relations representatives, veterans employment representatives, and other Employment Service staff in developing job openings for severely handicapped applicants;
3. Serve as the local Employment Service representative on case evaluation teams in the community;
4. Stimulate, plan, and participate in promotional and public relations programs, including Employment of the Handicapped activities in behalf of handicapped applicants;

5. Serve as liaison with all cooperating agencies and organizations providing services to the handicapped;
6. Assist in conducting evaluations of application taking, counseling, and referral-placement actions;
7. Train local office personnel in the program of services to the handicapped;
8. Make periodic checks and follow-up on actions taken and needed to assure effective and complete service to handicapped applicants .

The Employment Service also participates in National Employ the Physically Handicapped Week (NEPH), a publicity program which promotes the hiring of people with physical disabilities.. Employers are contacted and literature is distributed in an effort to bring to the public's and the employer's attention, the existence of this manpower source and its capabilities.

SERVICES TO MINORITY GROUPS

Program Authorization:

Wagner-Peyser Act of 1933
Civil Rights Act of 1964

Nature and Purpose:

The Department of Labor, Bureau of Employment Security promotes employment opportunity for all applicants, regardless of race, color, creed or national origin, on the basis of their skills, abilities, and job qualifications. 'It provides services to minority groups by registering, counseling, testing, selecting, and referring applicants on the basis of qualifications and suitability for training. The Department in accordance with legislation encourages employers to make hiring specifications based exclusively on job performance, and refuses job orders that discriminate as to race, color, creed, or national origin.

Administering Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: 1 Employability Development Specialist 5
Counselors to Indians

State Administration of the program is handled by the Employability Development Specialist and involves all MSES Placement staff. The Minnesota State Employment Service complies with all guidelines set down by the United States Department of Labor. In addition to this, MSES has Reservation Representatives. out stationed on Indian Reservations, who conduct job development activities and make employer contacts in an effort to provide employment for residents of the reservation. They also provide Human Resources Development (HRD) services to the reservation residents.

The Employment Service also cooperates with the Department of Human Rights, and other inter-related agencies including voluntary groups, and public and private organizations concerned with nondiscrimination in employment. Job Mobiles and Outreach offices have also been established in areas of critical need to provide services which are typically available only through the Employment Service Local Offices.

SERVICES TO OLDER WORKERS

Program Authorization:

Wagner-Peyser Act of 1933

Nature and Purpose:

The Older Worker Program attempts to increase employment opportunities for applicants 45 years of age and over who are having employment difficulties due to their age, or characteristics associated with their age. The goal of the program is to insure equal opportunity for employment in accordance with qualifications, regardless of age.

Administering Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: State Older Worker Program Supervisor

3 Older Worker Specialists (Duluth, Mpls., and St. Paul) 10
positions are authorized for a Twin Cities Older Worker
Demonstration Study Unit

In other offices in the State, specially trained interviewers serve as Older Worker Interviewers when needed.

The local office interviewers assist older workers by providing them with intensive interviewing, selective placement, and job development assistance,, They also ensure that older workers who can benefit from counseling or other forms of supportive service receive it. In addition, an educational program to inform employers of the value of hiring older workers is part of each office's responsibilities.

The State Older Worker Supervisor plans and coordinates this program. She is responsible for the training of older worker program staff, evaluating of services to older workers, and devising new ways of assisting them.

SERVICES TO VETERANS

Program Authorization;

Wagner-Peyser Act of 1933 Servicemen's
Readjustment Act of 1944 Veterans'
Readjustment Act of 1952

Nature and Purpose:

Services to veterans provide for an effective job counseling and employment placement service for veterans of any war, or of military service after January 31, 1955. To achieve this end, policies will be promulgated and administered so as to provide for them the maximum opportunity for gainful employment. Qualified veterans are given priority in referring workers to job openings and training courses, and disabled veterans are given priority over other veterans.

Administering Agency;

Department of Labor, Manpower Administration, Bureau of Employment Security,
Veterans' Employment Service

Minnesota Department of Employment Security Participation;

Source of Funds: Department of Labor

Positions: 3 Federal Staff;

Veterans' Employment Representative who is administratively
responsible to the Secretary of Labor, for the execution
of the Secretary's veterans placement policies through the
public employment service in the State
Assistant Veterans' Employment Representative
1 Secretary

Each full functioning MSES Local Office has a Veterans' Employment Representative.

The Veterans' Employment Representative in each local office is responsible to ensure that veterans receive the effective-employment counseling and job placement service to which they are entitled. This included priority in referral to training and to job openings for qualified veterans, and priority of service to disabled veterans over other veterans. Veterans Employment Representatives are responsible for meeting the following four major VES objectives:

1. To ensure effective employment counseling and job placement of veterans
2. To promote job opportunities for veterans
3. To assist in improving working conditions and in advancing employment of veterans
4. To assist in providing job opportunity information

SERVICES TO YOUTH

Program Authorization:

Wagner-Peyser Act of 1933 as amended
Manpower Development and Training Act of 1962 as amended
Civil Rights Act of 1964

Nature and Purpose:

Services to youth are provided to help those, under 22 years of age, who need counseling and guidance in relation to job or career opportunities, training, education and other vocationally related programs and/or assistance in finding suitable employment. The program has three basic components:

- (1) The Cooperative School program assists public and private schools and assures adequate preparation of youth for suitable employment,
- (2) Services to Selective Service Rehabilitants provides counseling and referral services of MSES to young men unable to qualify for military service because of physical or educational reasons.
- (3) The Governor's Youth Employment Program is a special campaign designed to promote both permanent and summer jobs for youth. Priority in this program is given to the disadvantaged.

Administering Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: 1 Youth Service Supervisor (ES Supervisor I) coordinates services to youth.,

MSES involvement in the Cooperative School program consists of:

- (1) Aptitude and proficiency testing
- (2) Counseling
- (3) Placement Services
- (4) Providing occupational information and other guidance materials to high school and college dropouts.

MSES provides a counselor at Armed Forces Examination Stations. He talks to those youth who do not qualify and sends notice to local office nearest youth's residence. The local office is then responsible for follow-up of the applicant returning to local area.

The role of MSES in the Governor's Youth Employment Program is to contact employers and elicit a specific commitment of jobs for youth. In addition efforts are made to convince employers to adjust their job requirements to accommodate disadvantaged applicants.

SMALLER COMMUNITIES PROGRAM

Program Authorization:

Social Security Act, Title HI as amended

Nature and Purpose:

The over-all objectives of the program are to promote economic adjustment of rural areas and the occupational adjustment of their individual residents. These objectives are implemented by:

- (1) Determining current and potential manpower resources of the area
- (2) Assisting in evaluating the over-all economic resources of the area
- (3) Cooperating with other agencies and community groups in developing programs for economic development
- (4) Providing employment counseling and placement assistance to individuals for jobs within or outside the area
- (5) Determining training needs of the area and training potentialities of these individuals for use in MDTA and other training programs

Administering Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: Employment Services' Manpower Utilization Coordinator
Rural Area Representative
Smaller Communities Program Operations Supervisor
Research Analyst 2 Farm Labor Service Interviewers

The Employment Services' Manpower Utilization Coordinator is responsible for administrative support and acts as a liaison with the Employment Services' operations and staff sections. Planning and preparation of written and other statistical data are the responsibilities of the Rural Area Representative who is charged with the over-all responsibility of the program. He is assisted by a Research Analyst who prepares and publishes the Manpower Inventory data. In the field the actual day-to-day operations of the mobile team are supervised by the Smaller Communities Program Operations Supervisor.

Community Participation and Cooperation: The entire scope of the Smaller Communities Program is predicated upon extensive community involvement and participation. In each county-wide project, MSES insists upon the creation of a county committee of volunteers, headed by a county chairman. This group is given the task of supplying the Program with adequate headquarters and staff.. The local committee is primarily charged with the responsibility of preparing the schedule of the mobile team and in providing extensive publicity to insure a maximum turnout of registrants. The Rural Area Representative will not make a firm commitment to the county regarding a starting date for the project until he is satisfied that adequate preparation has been made for the visit of the mobile team.

In addition to the county committee, participation is secured from such other groups as the county Technical Action Panel, Community Action Council, local chambers of commerce, agricultural extension service, field representative of the Minnesota Department of Economic Development, manager and staff of the MSES's local office, county boards of commissioners and other elected county officials.

STARTING A GENERATION ALLIANCE
(S.A.G.A.)

Program Authorization;

None, S.A.G.A. is a demonstration project developed by the office of the Coalition for Youth Action which is responsible directly to the Secretary of Labor.

Nature and Purpose:

S.A.G.A. is designed to enable local employment offices, especially Employability Centers to use volunteer college students in their efforts to help the disadvantaged. These young people will help solve some of the individual problems of the unemployed and sub-employed through one-to-one personal relationships. They will also tutor and do follow-up on applicants with employers, and follow-up NYC applicants and Job Corps returnees.

Administering Agency;

Department of Labor, Manpower Administration Bureau of Employment Security

Minnesota Department of Employment Security Participation;

Source of Funds: Department of Labor

Positions: One position - It will be a professional staff position but as yet its exact grade has not been determined.

MSES participation will consist of the staff member planning the volunteer program and coordinating it with other ongoing Employment Service, programs.

TEST OPERATIONS

Program Authorization:

Wagner-Peyser Act
Manpower Development and Training Act
Vocational Education Act of 1963
Economic Opportunity Act

Nature and Purpose:

Employment testing is a service function to ES staff to aid in classification, selection, referral, and counseling of applicants for job or training placement.

Administering Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: 6 Occupational Test Technicians (1 each: Mpls. St. Paul, Duluth, local offices and Youth Opportunity Centers) 121/2 clerical and professional positions distributed among the local offices.

Test Technicians -

- (1) supervise the administration and scoring of Employment Service approved tests
- (2) introduce and train professional personnel on new ES tests
- (3) coordinate the testing services with placement, counseling, Human Resources Development (HRD), manpower development and training, and special programs
- (4) conduct studies or analysis to check the effectiveness of the tests in use, and to see if the tests are used properly
- (5) advise which tests should be given for specific jobs
- (6) recommend the development of new tests

Test Operations is closely integrated with Test Development in the creation of an effective testing program which will help solve problems faced by applicants and employers.

WORK STUDY

Program Authorization:

Economic Opportunity Act of 1964, Title IC

Nature and Purpose:

The Work Study program provides part-time employment for students in college who are from low-income families and who need financial assistance in order to remain in school. Contracts are made with colleges and with public or private nonprofit agencies. The program also stimulates development of worthwhile work experience either on campus or off-campus (by arrangement with a public or private nonprofit agency).

To be eligible a student must be: enrolled or accepted for enrollment in an institution of higher education; in need of earnings to pursue a course of study; capable of maintaining good academic standing while employed; meet the OEO income criteria; be a permanent resident of the United States.

Administering Agency:

Department of Health, Education and Welfare Minnesota

Department of Employment Security Participation:

Source of Funds: None

Positions: None

MSES involvement is limited to providing work sites for students of the colleges and universities with which they have contracts. Enrollees stationed in the offices work primarily as interviewer aides, clerical assistants, program aides and neighborhood workers.

WORK STUDY - Vocational

Program Authorization; Public Law 88-210 Nature

and Purpose;

The Work Study - Vocational program provides part-time employment for students in Vocational schools who are from low-income families and who need financial assistance in order to remain in school. Contracts are made with vocational schools and with public or private nonprofit agencies. Under the terms of these contracts, 25 per cent of the student workers' wages are provided by the program. This program stimulates development of worthwhile work experience outside school.

To be eligible, a student must be: enrolled or accepted for enrollment in a vocational training institution; in need of earnings to pursue a course of study; capable of maintaining satisfactory progress in school while employed; meet the minimum income criteria and be a permanent resident of the United States.

Administering Agency:

Department of Health, Education and Welfare Minnesota

Department of Employment Security Participation;

Source of Funds: Department of Health, Education and Welfare

Positions: None

MSES involvement is limited to providing work sites for students of the vocational schools, with which they have contracts, and administering the 25 per cent rebate to the contracting agencies.

YOUTH OPPORTUNITY CENTERS
(YOC)

Program Authorization:

Wagner-Peyser Act of 1933 as amended
Manpower Development and Training Act of 1962 as amended
Civil Rights Act of 1964.

Nature and Purpose:

The purpose of the Youth Opportunity Centers is to help youths, 16 through 21 years of age, who need counseling and guidance in relation to job or career opportunities, training, education, and other vocationally related programs, and/or assistance in finding suitable employment. The centers provide intensive services to school dropouts without skills, youth who are vocationally handicapped, and socio-economically disadvantaged members of minority and other groups suffering from discrimination or deprivation.

Administering Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor
Positions: 3 YOC Managers
 3 ES Supervisors.
 6 Counseling Supervisors
 32 Counselors
 3 ES Specialists.
 13 Interviewers
 3 Occupational Test Technicians
 2 Youth Advisors
 13 Neighborhood Workers
 1 Interviewer Aide
 14 Clerical

Minnesota Youth Opportunity Centers are located in Minneapolis, St. Paul and Duluth. The centers provide individual counseling, testing, referral to training opportunities, job placement and related opportunities to youth. The center refers young people to such programs as Job Corps and Neighborhood Youth Corps under the Economic Opportunity Act, and various Manpower Development and Training projects.

COMMUNITY ACTION PROGRAMS
(C.A.P.)

Program Authorization:

Economic Opportunity Act of 1964, Title II, and subsequent amendments

Nature and Purpose:

Community Action Programs mobilize community resources to help families combat the problems of poverty. The programs encourage participation of the poor in the planning, policy making and operation of the project. Committees are formed to coordinate all community agencies which are linked in a concentrated drive against poverty. Request for other programs such as New Careers, Operation Mainstream and Head Start go through the Community Action Agency. Under the Green Amendment the committee membership consists of 50% representation of the poor and 50% of the business leaders.

A community may be any urban or rural geographic area, including a State, metropolitan area, county, city, town, multi-city unit, or any neighborhood or sufficiently homogeneous area, without regard to political boundaries or subdivisions.

Administering Agency:

Office of Economic Opportunity Minnesota Department

of Employment Security Participation:

Source of Funds: No special funds

Positions: No special positions

MSES staff, usually local office managers, are members or consultants to the community action agencies. Local offices are often requested by the CAA to furnish information that is required by the Office of Economic Opportunity. Local offices assist in determining which projects are needed and in creating projects to fit the problems of a particular community. Local offices also provide counseling, interviewing and referral services to the projects.

COOPERATIVE AREA MANPOWER PLANNING SYSTEM
(C.A.M.P.S.)

Program Authorization

C.A.M.P.S. was developed jointly by the following Federal Agencies in Fiscal Year 1968:

Department of Commerce
Department of Health, Education and Welfare
Department of Housing and Urban Development
Department of Labor
Office of Economic Opportunity

The following three agencies joined in Fiscal Year 1969:

Department of Agriculture
Department of Interior
Civil Service Commission

Nature and Purpose:

The Cooperative Area Manpower Planning System was developed to provide a system for coordinating Federal legislation which has been enacted the past few years to deal with manpower problems and human resources development. To facilitate this coordination permanent coordinating committees were organized at all levels of government, from the federal to the local. Basic missions of the coordinating committees are:

1. Planning a coordinated program of manpower services needed in a particular area.,
2. Submitting a comprehensive Manpower Plan incorporating the above planning and:
3. Seeing that the programmed operations are cooperatively implemented,.

Administering Agency:

Department of Commerce
Department of Health, Education and Welfare
Department of Housing and Urban Development
Department of Labor
Office of Economic Opportunity
Department of Agriculture
Department of Interior
Civil Service Commission

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor through the Manpower Development and Training Act. Funds for programs come from the respective administering agencies.

Positions: The following work with State Manpower Coordinating Committee:

Employment Security Supervisor
Research Analyst Clerk
Stenographer

2 Employment Security Specialists - one to work with the Twin Cities Metropolitan Area Manpower Coordinating Committee and another to work with the Duluth Manpower Coordinating Committee.

Manpower Coordinating Committees are required for the State, Twin Cities Metropolitan Area and Duluth. Members of the committees are representatives of agencies having federally sponsored manpower programs.

MSES actively participates as a member of the State and area committees. Staff to gather data necessary for the preparation of the Comprehensive Manpower Plan and the actual preparation of the plan is furnished by the Department.

COUNSELOR-ADVISOR UNIVERSITY SUMMER EDUCATION
(CAUSE I and CAUSE II)

Program Authorization:

Wagner-Peyser Act of 1933 as amended
Manpower Training Development Act of 1962 as amended

Nature and Purpose:

CAUSE I and II were created in 1964 and 1965 respectively to train unemployed persons over 21 years of age as Youth Advisors and Counselor Aides to help staff Youth Opportunity Centers and other youth oriented centers. The candidates were trained in the basic techniques and methods of dealing with the economic and social problems of jobless youths, 16-21 years of age. They were trained to meet the urgent present and prospective demand for qualified staff necessary to help disadvantaged youth. Training was done at participating colleges and on the job at State employment local offices.

Administering Agency:

Department of Labor, Manpower Administration Bureau of Employment Security

Minnesota Department of Employment Security Participation:

Source of Funds: No special funds were provided

Positions: None

The major responsibility of MSES was to recruit and test qualified applicants, provide on-the-job training and place the trainees in suitable jobs upon completion of the course. The Employment Service was not obliged to hire trainees. MSES worked closely with University officials, Department of Labor selection and training officials and Merit System representatives in assessing trainees throughout the program. It also helped in placing persons who were not certified under the program.

Under CAUSE I, MSES worked closely with the University of Minnesota which was one of the schools participating in the program,. Although the University was not involved in CAUSE II, MSES provided on-the-job training for trainees from other schools. CAUSE I and CAUSE II are both completed programs and no longer active.

DEFENSE MANPOWER POLICY #4
(DMP-4)

Program Authorization;

Defense Manpower Policy #4, November, 1953; subsequent revisions

Nature and Purpose:

DMP-4 provides that preference be given in the placement of Federal Government contracts and facilities according to the following priorities:

- First Preference - Areas of concentrated unemployment (parts of
Minneapolis, Duluth and the Ten County Area)
- Second Preference - Areas of persistent unemployment
- Third Preference - Areas of substantial unemployment

These areas are classified by the Department of Labor according to standards set by the Secretary of Labor.

Administering Agency:

Department of Labor, Office of Emergency Planning

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: None, no special positions

The Administrative State Office develops the same kind of work force data as it does for PWEDA (infra P. 43). In addition, when application is being made for first preference (area of concentrated unemployment) the local offices determine the eligibility of a firm according to specified guidelines set up by the Secretary of Labor, and approve or disapprove the application. Once a firm is given approval under DMP-4, the local office in that area is responsible for identifying and/or referring disadvantaged job seekers to the employer awarded contracts and subcontracts under the provisions of DMP-4. The local office works closely with employers to determine realistic minimum job qualifications. It also provides intensive counseling service in accordance with the HRD concept.

EMERGENCY MANPOWER MOBILIZATION

Program Authorization;

Federal Civil Defense Act of 1950 as amended
President's Executive Order 11000, February 1962
Public Law 81-875 as amended
Minnesota Civil Defense Act of 1951, Chapter 12
Minnesota Statutes 1961, Chapter 12, Section 12.23 and 12.34
Minnesota Statutes, 1965, Chapter 12

Nature and Purpose;

The Bureau of Employment Security, United States Department of Labor and its affiliated State Employment Services have the responsibility for being prepared to execute emergency manpower programs which will include the recruitment and placement of workers needed during a man-made or natural disaster, the determination of manpower requirements, the effective utilization of limited manpower resources and the identification of critical occupations.,

Administering Agencies;

Executive offices of the President, Office of Emergency Planning Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota Department of Employment Security Participation;

Source of Funds: No special funds Positions: None

In the event of a nuclear attack or man-made disaster, the Minnesota Department of Employment Security will operate according to Annex K of the Minnesota Operation Survival Plan. During a natural disaster the Department will operate according to Appendix 10-7 of the Minnesota Operations Survival Plan. The organization and responsibilities of the Department are basically the same under the two plans.

MSES EMPLOYEE INTERNSHIP

Program Authorization;

This program is part of Demonstration project on both the State and National level.

Nature and Purpose:

The Employee Internship Program provides for an exchange of personnel between business and the Employment Service so that each can better understand the problems faced by the other. ES Interviewers from selected areas are assigned to employers. During this assignment period they are in the capacity of a trainee and become acquainted with the personnel requirements, standards and special problems of the employer., Simultaneously the employer sends one of his personnel people to the MSES office where he becomes familiar with its operation and special problems.

Administering Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota Department of Employment Security Participation:

Source of Funds: None

Positions: None

MSES obtains reciprocal agreements with employers and selects the staff members who will participate in the exchange program,,

PUBLIC WORKS AND ECONOMIC DEVELOPMENT ACT
(PWEDA)

Program Authorization:

Public Works and Economic Development Act of 1965=

Nature and Purpose:

The PWEDA is designed to replace the Area Redevelopment Act and the Public Works Acceleration Act, It is the Federal government's primary means of assisting in the economic development of areas of substantial and persistent unemployment and underemployment. It provides for grants and loans for public works and development facilities; loans for industrial and business expansion; and technical assistance, research and information.

Administering Agency:

Department of Commerce Minnesota Department of

Employment Security Participation:

Source of Funds: Department of Commerce, Department of Labor

Positions: 1 Research Analyst

1/2 Clerical and Data Processing

MSES is responsible for developing the work force data which is utilized by the Department of Commerce in designating counties or multi-county areas as eligible for assistance under the PWEDA. This work force data is computed for all high unemployment counties (annual averages of 6% or more). Biannually, the monthly employment, unemployment and unemployment rates are sent to the Secretary of Commerce for review,, Special assessments are also made of areas when there is a rapid rise in the unemployment rate,, These reports are used by the Secretary of Commerce in evaluating the redevelopment areas and in designating new areas.. Before a county can be designated as a redevelopment area, an Overall Economic Development Plan must be prepared by the county and approved by the Secretary of Commerce.

TEST DEVELOPMENT

Program Authorization;

Wagner-Peyser Act
Manpower Development and Training Act
Vocational Education Act of 1963
Economic Opportunity Act

Nature and Purpose;

As new jobs are developed through industrial technology, workers with special characteristics, training and education are needed to fill them. Test Development studies jobs and the characteristics of the workers employed in particular jobs in order to develop test instruments which will select individuals from the working population who have a high probability of successful performance on the job. Problems related to jobs and training are also studied:

- (1) How can individuals who have the capacity to learn, but who are educationally or culturally disadvantaged be identified?
- (2) What are the effects of cultural disadvantages on scores and norms of the tests presently used?
- (3) Are new test instruments needed, and, if so, what kind?

Administering Agency;

Department of Labor, Manpower Administration, Bureau of Employment Security

Minnesota Department of Employment Security Participation;

Source of Funds: Department of Labor

Positions: 1 Occupational Test Technician II
4 Occupational Test Technicians 1
Research Analyst 1 Clerical

Minnesota is one of twenty-six States that does test development research.. Before any newly developed test instruments are released, they are tried in a number of cross-studies to determine if true relationships have been found. Every study completed is written into a technical report, and the data and information developed is reviewed by the National Office. After several other States have replicated the study, it is released to all States for use in the local employment offices.

Test Development and Test Operations are closely integrated in providing services for the State Employment offices.,

UNEMPLOYMENT COMPENSATION
(UC)

Program Authorization:

Federal Social Security Act, of 1935 as amended
Minnesota Employment Security Law, as amended.

Nature and Purpose:

Unemployment Compensation eases the burdens of involuntary short-term unemployment by collecting a contribution from employers, then setting aside those funds for payment of compensation to involuntarily unemployed workers. This avoids the social consequences of poor relief, maintains purchasing power, and thereby helps to stabilize the economy in times of economic decline. It also encourages stabilization of employment.

Who May Qualify:

Involuntarily unemployed workers who have lost employment through no fault of their own, or if otherwise, who have served a disqualification, and who are physically able to work, available for work and seeking work, qualify for UC benefits. Some workers are excluded: Agricultural workers Domestic workers in private homes Workers in nonprofit religious or charitable organizations, including

most hospitals Those in the employ of a son, daughter or spouse, or a child under

21 in the employ of his father or mother

Workers employed by an employer of less than 4 employees in a city of less than 10,000 population

Federal and State employees and Military Servicemen are also covered (see UCFE, UCS and UCX).

Federal Administering Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security, Unemployment Insurance Service.

Minnesota Department of Employment Security Participation;

Source of Funds: Department of Labor

Positions: The annual average base staff is 335 employees. This is adjusted seasonally from about 310 to 365 employees according to workload and can be increased, contingent upon workload, as in current years, by 20-25 positions,,

The Department administers the State's Unemployment Compensation Law in conformity with Federal Law and Regulations.

The Assistant Commissioner for Unemployment Compensation administers the Department's Income Maintenance Programs. Specialized staff graded as UC Supervisors I, II, and III are assigned responsibilities such as State Office Section Chiefs for Tax Collection and Benefit Payment and for Local Office Management,. An appellate staff comprised of Attorneys II and IV, UC Specialists, UC Representatives, Interviewer Aides and UC Clerks; Clerk Stenographers, Clerk Typists, and Clerks perform functions with varying degrees of responsibility.

Printed Information Available:

Minnesota Employment Security Law
Minnesota Administrative Regulations
Information for Workers (MES-22C)
Information for Employers (MES-130)

UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES
(UCFE)

Program Authorization:

Subchapter I, Chapter 85, Title 5 of the United States Code authorizes agreements between the Federal Government and the States for administration of UCFE.

Minnesota Employment Security Law, Section 268.13, pertains to Reciprocal Benefit Arrangements.

Nature and Purpose:

UCFE extends the benefits of unemployment compensation to separated Federal Civilian Employees and contributes to the economic well-being of the population at large.

Who May Qualify:

Most separated Federal Civilian Employees can establish claims and then be paid under provisions of the Minnesota Employment Security Law.

Federal Administering Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security, Unemployment Insurance Service. The Federal Government reimburses the State for UCFE benefits paid and for administration of the program.

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: The Department is allowed six equivalent positions for the administration of both the UCFE and UCX programs, with additions possible contingent upon increased workload.

The Department acts as an agent of the Federal Government to pay UCFE under provisions of Minnesota Law.

Printed Information Available:

Information for Workers (MES-22C) pages 2 and 3.

UNEMPLOYMENT COMPENSATION FOR EX-SERVICEMEN
(UCX)

Program Authorization:

Subchapter II, Chapter 85, Title 5 of the United States Code authorizes agreements between the Federal Government and the States for administration of UCX.

Minnesota Employment Security Law, Section 268.13, pertains to Reciprocal Benefit Arrangements.

Nature and Purpose:

UCX extends the benefits of unemployment compensation to separated Military Ex-Servicemen and women and thereby contributes to the economic well-being of the population at large.

Who May Qualify:

Men and Women separated from Federal military service qualify, if discharged for reasons other than dishonorable, and if the period of service was 90 days or more, unless released earlier because of a service-incurred injury or disability.

Federal Administering Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security, Unemployment Insurance Service. The Federal Government reimburses the State for UCX benefits paid and for administration of the program..

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: The Department is allowed six equivalent positions for the administration of both the UCFE and UCX programs, with additions possibly contingent upon increased workload,,

The Department acts as an agent of the Federal Government to pay UCX under provisions of Minnesota Law.,

Printed Information Available:

Information for Workers (MES-22C) pages 2 and 3.

UNEMPLOYMENT COMPENSATION FOR STATE EMPLOYEES

(UCS)

Program Authorization;

Minnesota Employment Security Law, Section 268.04 Subdivision 12 (7).

Nature and Purpose:

UCS extends the benefits of unemployment compensation to separated employees of the State of Minnesota and its political subdivisions and thereby contributes to the economic well-being of the population at large.

Who May Qualify:

Most State Civil Service employees qualify. Very few political subdivisions, e.g., Cities, have requested coverage. The law specifically exempts some groups of employees, notably: elected public officials; unclassified employees appointee for a definite term; teachers in educational institutions supported by public funds; national guard duty; and emergency fire fighting.

Minnesota Department of Employment Security Participation; Source of

Funds: None Positions: None The Department pays claims and is reimbursed by the employing agency.

Separate funds are not allocated the Department to cover the administrative costs of UCS.

Printed Information Available:

Information for Workers (MES-22C) pages 2 and 3.

UNEMPLOYMENT COMPENSATION INTERSTATE AGREEMENTS
INTERSTATE CLAIMS

Program Authorization:

Minnesota Employment Security Law, Section 268.13, pertaining to Reciprocal Benefit Arrangements.

Nature and Purpose:

The Interstate Claims Program extends the benefits of unemployment compensation to workers who move from State to State and provides for the convenience of citizens of contiguous States who reside nearer to a Minnesota Employment Security office than to an office in their own State or residence.

Who May Qualify:

Workers who qualify for unemployment in another State or in the Dominion of Canada may file their claims in Minnesota, This Department forwards those claims to the appropriate liable jurisdiction for determination of entitlement and payment.

Federal Administering Agency:

Department of Labor, Manpower Administration, Bureau of Employment Security, Unemployment Insurance Service.

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: The Benefits Section operates a "Liable State" Interstate Claims Unit comprised of four professional and four clerical employees for payment of Minnesota Claims filed in other States. That staff is adjusted seasonally contingent upon workload. No positions are allocated for Interstate Agent State activities.

The Department acts as an agent of the liable State in which the claimant earned his wages and administers payment of Minnesota claims filed in other States.

Printed Information Available:

Information for Interstate Claimants (MES-8A)

UNEMPLOYMENT COMPENSATION INTERSTATE AGREEMENTS
BASIC AND EXTENDED COMBINED WAGE CLAIMS

Program Authorization:

Minnesota Employment Security Law, Section 268.13, pertaining to Reciprocal Benefit Arrangements.

Nature and Purpose:

Basic Combined Wage Claims extend the benefits of unemployment compensation to workers who have had employment in two or more States, but have not had sufficient wages to qualify in any one State. Extended Combined-Wage Claims increase benefits of workers who have worked in two or more States by adding credits from one or more States where the worker does not qualify to the credits in a State where he qualifies, but qualifies for less than that State's highest weekly benefit amount.

Who May Qualify:

Qualification depends upon in what States the claimant earned wage credits as most, but not all States participate.

Federal Administering Agency:

Department of Labor, Manpower Administration Bureau of Employment Security, Unemployment Insurance Service.

Minnesota Department of Employment Security Participation:

Source of Funds: Department of Labor

Positions: There is no specific allocation of staff for this program, however, certain workload factors tend to augment staff.

The Department establishes and pays combined-wage claims under Minnesota Law.

Printed Information Available:

Information for Workers (MES-22C) pages 2 and 3.

MANPOWER DEVELOPMENT AND TRAINING ALLOWANCES
(MDTA)

Program Authorization;

Manpower Development and Training Act of 1962 as amended..

Nature and Purpose:

This Federally sponsored program provides for the retraining of unemployed or underemployed persons to alleviate the hardship of unemployment, reduce the costs of public assistance and increase the nation's productivity. Provisions are also made for experimental and demonstration projects encompassing such areas as labor mobility, redevelopment areas, and inmate rehabilitation.

Who May Qualify;

Any unemployed or underemployed person of legal working age.

Federal Administering Agency;

Department of Labor. Minnesota Department of Employment

Security Participation;

Source of Funds: Department of Labor

Positions: 16 Central Office
3 Local Office

MSES selects and refers trainees and pays training and/or subsistence and transportation allowances to qualified applicants. It also provides counseling and job placement services.

Printed Information Available:

Manpower Development and Training Act (limited number of copies available)
Regulations of the Secretary of Labor Implementing MDTA Notice of Eligibility
Requirements for Allowance Under the Manpower Development and Training Act of
1962 (form ES-950C).

AUTOMOTIVE PRODUCTS TARIFF ACT
(APTA)

Program Authorization;

Automotive Products Trade Act of 1965.

Nature and Purpose;

To provide assistance to workers who are dislocated by the automotive trade agreement between the Governments of the United States and Canada. Assistance may be in the form of weekly allowances, relocation allowances, training and job placement.

There is no significant activity in this program in this State at this time.

Who May Qualify; Dislocated workers.

Federal Administering Agency;

Department of Labor Minnesota Department of

Employment Security Participation;

Payment of allowances.